

Texas. Juvenille Justice Department

# Service Provider's Program Components & Narrative Documents FY'18

### **CONTRACT PROVIDER INFORMATION**

	Name of Contract Provider: AMIkids Rio		Address: 27615 Buena Vista Rd			
Grande Valley Name of Operating Entity: AMIkids		Los Fresnos T	Los Fresnos TX 78566			
		Address: 5915 Benjamin Center Dr Tampa FL 33634				
Phone: 813-887-3300	Fax: <b>813-889</b> -		Website:www.amikids.org			
Service Provider:						
X Non-Profit For Profit Government Entity						
Hub Yes No If yes, attach copy of HUB certification						
Contract Provider Owner or F	President: Michael	l Thomaton				
Organization Type: Non-Pro		Inormon				
Program Administrator: Javie						
Program Administrator		nistrator Cell #:	Program Administrator Email			
Phone Number: 956-233-	956-639-3347	mottator cen n.	Address: riograndevalley-			
5795			ed@amikids.org			
NOTE: Contract Owner or President	ient must complete	the Fingerprint a	nd Background Check requirement			
outlined in the contract agreem	ent even if he/she	will not be workin	g directly with TJJD youth and/or			
reviewing their records	,		b an early with 1335 youth and/of			
Facility Capacity: 24	Gender(s): Ma		Age Range: 15 - 17			
Video Monitoring System 🔲	Yes x⊠ No If ye	s, # of cameras	Length of time			
surveillance footage will be st	tored					
Reh	ahilitative/Special	and Treatment D				
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### **ACKNOWLEDGMENTS**

I, Javier Ibarra acknowledge that all items listed below are current and/or in place at AMIkids Rio Grande Valley. If TJJD has any questions related to these matters, I can be reached via phone at 956-233-5795 .

1)	24 staff, contractors (to include teachers) and volunteers have completed the TJJD fingerprint and background check process, and have been fingerprinted prior to working with the TJJD youth population and/or reviewing their records Yes
2)	24 staff, contractors and volunteers working with TJJD youth have received initial, annual, and/or refresher training as per the licensing/certification entity standards Yes
3)	AMIkids Rio Grande Valley participates in the federal school lunch program   ✓ Yes  ✓ N/A
4)	AMIkids Rio Grande Valley has completed a Prison Rape Elimination Act (PREA) audit by August 31, 2016 and will make every effort to maintain compliance with the PREA standards in fiscal year 2018 Yes N/A-Foster Care Program
5)	AMIkids Rio Grande Valley allows TJJD youth at least one free phone call per week to his/her parent/guardian   Yes
6)	AMIkids Rio Grande Valley has provided the TJJD Youth Services Contracts Manager with all audit, monitoring, and investigation reports conducted by non-TJJD entities in FY'17 [9/1/16-8/31/17] ⊠ Yes

Signature

6/12/17

Date

**Executive Director** 

Title

### **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

NOTE: complete separate form for each service type Fiscal Year: 2018 Name of Contract Provider: AMIkids Rio **Grande Valley** Specialized Treatment Services Type(s): Alcohol & Other Drugs Mental Health x Anger Management Sex Offender Other: Please Specify Name of Curriculum: Aggression Replacement Training Description of Service: Aggression Replacement Training (ART) is a research-based proveneffective approach for working with challenging youth through cognitive behavioral intervention for reduction of aggressive and violent behavior. It is a multimodal program that has three components; Social skills, Anger Control Training and Moral Reasoning. Category of Service: Duration of Service: Individual session/week for hour(s) for weeks 3 session/week for 1 hour(s) for 10 weeks □ Group Family Other: Treatment Provider Name: Javier Ibarra / Mike Lobue - AMIkids RGV Trained Facilitators Contractor Employee Subcontractor

**TJJD Approval Date:** 

7-7-17

Pheuson

**TJJD Approver Typed Name:** 

### **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

NOTE: complete separate form for each service type

Name of Contract Provider: AMIkids Rio Grande Valley	Fiscal Year: 2018			
Oraniae Valley	1			
	her: Please Specify			
Name of Curriculum: Cannabis Youth Treatme				
Inc. and Affiliates through this agreement will of treatment available through the Youth Recover Enhancement Therapy/Cognitive Behavior Thera designed specifically for adolescent populations while addressing individual needs. The program the treatment process. MET/CBT counseling sess	Recovery Center of Cameron County and AMIkids collaborate to make substance use disorder (SUD) by Center (YRC). This program uses Motivational py (MET/CBT) evidence based approaches that are experiencing problems related to substance abuse, recognizes the client's family as a key component in sions focus on factors that motivate the participants fit their family, their academics and the community			
Category of Service: Duration of Service: x Individual 1 session/wee	k for 1 hour(s) for every 4 weeks			
x Group 2 sessions /week	for 1.5 hour(s) for 10 weeks			
Family Other:				
Treatment Provider Name: Recovery Center of Cameron County				
Contractor Employee	Subcontractor			
TJJD Approver Typed Name: TJJD Approval Date:				
Kimbla Newsom 7-7-17				
42Mourner				

1701 Carroll



### Introduction

AMIkids is a non-profit organization dedicated to helping troubled youth develop into responsible and productive citizens. AMIkids offers a full range of programs for at-risk youth and their families in Florida, Georgia, Louisiana, Missouri, New Mexico, North Carolina, South Carolina, Texas, and Virginia.

AMIkids Rio Grande Valley (RGV) f/k/a Rio Grande Marine Institute, located in Los Fresnos, Texas, was founded in 1986. AMIkids RGV is a non-profit organization dedicated to the positive redirection of juvenile offenders through constructive discipline and working in partnership with families, the community, and state government. AMIkids RGV offers a comprehensive and challenging environment that helps enhance educational gains, reinforce pro-social behaviors, and stress personal accountability in the youth.

By submission of this Statement of Work (SOW), AMIkids is proposing the continued operation of AMIkids Rio Grande Valley, in order to continue the positive, long-term direction and win-win relationship with the Texas Juvenile Justice Department (TJJD).

AMIkids affiliate programs are individual community-based, non-profit corporations, known collectively as AMIkids and managed through contractual agreements between AMIkids, Inc. and local AMIkids Boards of Trustees. Representatives from the local program boards serve on the governing national board of AMIkids. This organizational structure allows each program the independence to deliver services to meet the individual needs of its local community under the direction of community leaders. However, each AMIkids program is consistent in philosophical outlook, core programs, and activities. The national office centralizes services that allows for the efficient and effective operation of the local programs, including the use of the evidence-based AMIkids Personal Growth Model.

### 1. Program Description

AMIkids programming is founded on evidence-based practices that target the unique needs of the referred youth. The AMIkids Personal Growth Model (APGM) is the foundational service philosophy for AMIkids. This model is recognized as effective by SAMHSA's National Registry of Evidence-based Programs and Practices, and reflects a comprehensive approach to treatment for 15- to 17-year-old youth who have been adjudicated and, in lieu of incarceration, assigned to a residential treatment setting. The APGM is designed to target and reduce the risk factors that sustain delinquent behavior and academic failure, reduce recidivism, improve program completion rates, and promote academic achievement. The APGM combines Education, Treatment, and Behavior Modification to reduce recidivism, address criminogenic risk factors, and improve educational gains. This model is also recognized as Effective by the OJJDP Model Programs Guide.

AMIkids utilizes the APGM as part of the delinquency programming ensuring that disciplines perform in unison to treat all aspects of the individual, thereby operating as an agent of change in the facilitation of increased functioning not only for the youth with whom there is primary contact, but within the family



and larger community to which they are returned. The APGM is the guiding service philosophy for improving the lives of youth and encapsulates the culture and values of AMIkids, emphasizing communication, pro-social bonds, gender specific and culturally- relevant interventions, provided in a family atmosphere.

AMIkids programs have received numerous state awards, national recognition, and positive media attention. AMIkids Rio Grande Valley has been recognized as Texas Juvenile Justice Provider of the Year for Fiscal Year 2011 and 2014. AMIkids RGV has created partnerships with organizations in our local communities. Our priority is to give back to our communities through meaningful services to teach our students the importance of giving their time and efforts to help others.

Over the years, we have established expertise in key areas and these areas are also part of the strategies and methodologies that will contribute to the continued success of our residential programs. The key areas are

- A Culture of Positive Staff Youth Relationships that pervades the organization at every level and allows us to influence youth through positive role modeling, bonding, and teaching. This culture permeates all interactions with both youth and families.
- A Foundation of Experience in Marine, Wilderness and Environmental Setting, using natural resources to develop strengths and skills within youth. Through the use of Experiential Education, AMIkids is able to deliver educational curriculum to our youth in a non-traditional classroom environment.
- A Local Board of Trustees at each program that provides resource development, governance, education of policy makers, and community development.

The overall strategy that AMIkids will continue to use at RGV includes an emphasis on key elements such as safety and security of youth and staff; provisions of on-site education services, cognitive behavior treatment program, mental health services, and an integration of restorative justice programming in the incorporated into specific program components and activists at RGV such as the living environment, education services, case management, admissions, experiential education activities, and substance abuse services, community involvement, and pre-vocational and vocational services, etc., and that programming adheres to the known principles of *What Works*.

The specific methodologies that RGV will use at the residential program are based on A) a process of individualized service planning B) multi-modal interventions, C) evidence – based program models, D) comprehensive integration of service components, and E) adherence to the principles of *What Works*.

### 2. Licensing and Certification

AMIkids Rio Grande Valley (RGV) received certification on February 2012 from The Texas Department of Family and Protective Service to provide residential services to male youth age fifteen (15) to seventeen (17) referred by the TJJD for placement in the program. AMIkids RGV has two TX DFPS



Licensed Child Care Administrators. See Attached Copy of Current License and Child Care Administrators License.

### 3. Staff Ratios and Training

AMIkids RGV continues to ensure staff to youth ratio in accordance to TX DFPS guidelines; one (1) AMIkids RGV staff to eight (8) youths during awake hours, and one (1) to fifteen (15) during sleep hours. In accordance to TX DFPS guidelines there is no maximum student caseload for Caseworkers. However, AMIkids RGV will maintain manageable caseloads for Caseworker(s). See Attached Copy of Monthly Staffing Schedule.

Staff Training consists of one hundred twenty (120) hours within twelve months for all new hires and fifty (50) hours of annual training for all staff. All training is provided by certified / qualified trainers. The training includes, American Red Cross CPR and First Aid, Suicide Prevention, Basic Youth Rights and Preventing Sexual Misconduct and Inappropriate Relations. See Attached Written Notification

Certified restraint trainings will be provided to all AMIkids RGV staff within sixty (60) days, prior to sole supervision of youths. AMIkids RGV staff is trained in CPI Nonviolent Crisis Intervention by certified trainer. See Attached Certification on staff training and Instructors Certification.

### 4. Health Care: Medical and Dental Services

AMIkids Rio Grande Valley will implement and maintain an appropriate system for providing health care services to all TJJD youth.

AMIkids RGV has approved systems that document all youth health care services. The tracking system consists of youth intake, medical history provided by TJJD, current medical doctor visits and past history. The primary person responsible for managing the tracking system is the program nurse.

Part of the intake process at AMIkids RGV is to assess the medical needs of all youths accepted into the program. The program nurse will ensure that all youth have an updated physical evaluation and keep their medical records on file. Any youth requiring additional medical attention will be referred to the appropriate medical authority. Medical emergencies will be treated at the local hospital through emergency services. When possible, Medicaid or private insurance will be assessed to cover medical expenses.

AMIkids RGV will provide 24 hour supervision for youths in hospital in accordance to the program level of restriction and within TX DFPS guidelines.

AMIkids RGV will provide an onsite nurse a minimum of twenty (20) hours a week and on call twenty four (24) hours per day.

AMIkids RGV will provide appropriate transportation for all health care services.



Access to an on-call physician to consult and determine appropriate treatment after hours is provided through AMIkids RGV listings of primary physician.

AMIkids RGV is financially responsible for all over-the-counter drugs, (aspirin, antibiotic ointment, etc.) and medical supplies, (band aids, gauze, adhesive tape, etc.)

Youth eighteen (18) years of age or younger, and are eligible, will be enrolled into the Medicaid program within forty eight hours (48) hours on weekdays and seventy two (72) hours on weekends of arriving at program. The enrollment process will ensure each eligible youth receives a Medicaid card and services. This process is managed by the program nurse. The program's nurse will complete and submit the application and report changes in the status to the Texas Department of Human Services. The program will keep TJJD Case Management Specialist informed of youths' medical condition.

AMIkids RGV will obtain ongoing reviews for youths enrolled in Medicaid. The program will schedule these reviews with an approved Medicaid provider(s).

AMIkids RGV understands that the Texas Juvenile Justice Department (TJJD) is financially responsible for youth(s) who are not eligible, (Non US Citizens), not approved nor enrolled in Medicaid for medical, dental and vision services including prescriptions and eye glasses with the TJJD approval. The program will obtain authorization and secure an encumbrance number from Case Management Specialist and / or Case Management Supervisor for health care services. In case of emergency a physician may be consulted prior to an emergency room visit.

AMIkids RGV understands that the TJJD has to provide approval for all vendors. The TJJD pays vendors directly and does not reimburse AMIkids RGV for approved medical and dental services.

A list of licensed and appropriate primary physicians, dentists, pharmacies, and other providers in the area are listed in 2017 Service Provider Information.

### **Psychotropic Medication:**

AMIkids RGV provides monitoring for all youth on psychotropic medications according to the TJJD policy. AMIkids RGV understands that TJJD is financially responsible for all authorized prescriptions not covered by Medicaid. Medication or other health related services for students who are not U.S. citizens shall be subject to approval by the TJJD.

RGV will provide training to all staff who will be administering psychotropic medications. This training will be conducted by a registered nurse or pharmacist.

A monthly psychotropic report is provided to the TJJD by the 5<sup>th</sup> of each month, whether youth are or are not on psychotropic medication.

It is the responsibility of AMIkids RGV Executive Director to ensure that all youth are provided with proper health care in a timely manner for their well-being and physical wellness. As part of the youth's needs assessment during his Preliminary Service Plan (PSP), health care needs are assessed. Health Services provided to the youth including medical, dental, and health education will be documented on the youths Individual Service Plan (ISP).



### 5. Rehabilitative and Specialized Treatment Services

AMIkids RGV recognizes the risk factors and the protective factors of juvenile offenders and uses programming that minimizes these risk factors and maximizes the protective factors. Risk factors include, but are not limited to, academic failure, poor self-esteem, and history of sex abuse, substance abuse, racism, sexism, negative peer group, lack of a trusting adult, and lack of a nurturing environment. The protective factors include, but are not limited to, educational support and opportunity; opportunities to enhance self-esteem; emotional and psychological counseling; positive male and female role models; counseling and treatment addressing survival skills, self-care, and physical strength; positive cultural identity; positive peer group; and positive relationship with at least one adult. Each resident will be assessed and services will be provided based on individual risk factors, while enhancing the individual protective factors.

AMIkids RGV is committed to serving juvenile offenders through the use of multimodal interventions and program components based on a process of Individualized Service Planning (ISP). The process of service planning creates a collaborative environment where program staff work seamlessly with stakeholders including the resident and family in developing goals and objectives that will drive services. This process targets the known predictors of crime and recidivism providing gender responsive services that are matched to each individual offender.

Clearly, by moving toward a theory of integration, AMIkids RGV is positioned to optimize its chances for successfully intervening with troubled juveniles. The unification of the AMIkids Way with treatment, education, and behavior modification exemplifies this theory of integration and the recommendations of research enabling us to improve the number and quality of the services we provide. From the literature, it is clear that our programs are practical in nature and our programming reflects the needs of our students. Our services are not limited to one domain; rather, we address all needs of juveniles by unifying all components of service.

As indicated previously, the synergistic connection among behavior modification, treatment, education, and the AMIkids Way is collectively referred to by AMIkids as the AMIkids Personal Growth Model (APGM); and is crucial to the success of AMIkids programs. To address the skill deficit areas identified by research within a unified approach, AMIkids staff is committed to framing its work on the AMIkids Way, its values, culture, and activities, together with behavior modification, treatment, and education. The APGM serves as the foundation of AMIkids' service philosophy and works seamlessly within the framework of gender responsive programming.

The strength and effectiveness of the AMIkids organizational culture rests on its values, guiding principles, and basic program activities, as well as on the dynamic staff employed to provide services. The thirteen (13) fundamental values of AMIkids are: Kids First, Creativity, Dedication, Diversity, Enthusiasm, Excellence, Family, Goal orientation, Honesty, Integrity, Leadership, Loyalty, and Safety. In order for these values to succeed within the program setting, the AMIkids culture incorporates into each program six (6) guiding principles: bonding, family atmosphere, non-prison environment, positive learning environment, gender responsiveness, and cultural relevancy. These principles are, in



turn, implemented through a host of activities that revolve around eight (8) basic program activities: education, challenge experiences, behavior modification, reality therapy, strength-based case treatment, family partnerships, life management instruction, and community service. The above values, principles, and activities comprise the center stone of AMIkids' unified approach to service planning which utilizes three major components through which services are provided: treatment, education, and behavior modification.

In addition to the AMIkids Way, AMIkids RGV will adhere to the principles of "What Works" in juvenile justice. These principles include the following:

- 1. Target dynamic criminogenic risk factors including: antisocial attitudes, behaviors, and beliefs; antisocial peers and isolation from prosocial peers; substance abuse; anger and hostility; poor parental supervision; poor self-management skills; temperamental and personality factors; and abuse/victimization.
- 2. Assess risk and needs of all residents.
- 3. Base program design on a proven theoretical model.
- 4. Use cognitive-behavioral approaches to intervention.
- Provide more intensive services for higher risk residents.
- 6. Adhere to the responsivity principle.
- 7. Provide relapse prevention.
- 8. Maintain program integrity and fidelity.

Program components will be provided through education, treatment, and behavior management modalities designed to meet individualized needs of the residents and will include, but not be limited to, the following array of services:

- Adherence to "What Works" principles
- Anger Management/Conflict Resolution
- Strength-based programming
- Personal Growth Model: A "Unified Approach" to providing services (Education, Treatment, Behavior Modification, and AMIkids Way)
- Family Planning
- Nutrition
- GED Preparation
- Gang Intervention Programming
- Individualized Service Planning
- Individual Counseling
- Group Counseling
- Medical and Dental Services
- Program Security Protocol and Training (Staff and Students)
- Recreation and Leisure Time Activities
- Social and Life Skills Training
- Substance Abuse Intervention and Prevention
- Access to Mental Health Services



- Pre-Vocational Skills Development
- Peer Activities/Relationship Building
- Family/Guardian Involvement

### Intake

Upon receipt of a referral to the program, an AMIkids RGV representative will contact the youth's family to advise them of receipt of referral and give them a brief introduction/overview of program objectives. An information packet will be sent to the family following the introduction telephone call. Upon enrollment, the youth's family will be notified of placement and additional information regarding program rules and visitation policies will be shared. Families will also be encouraged to provide input and give information related to each youth's treatment goals/objectives. Individual Service Plans will be sent to families for review and input. Families will also be encouraged to assist with development of transition plans for youth upon return to the community.

The student orientation procedure includes completion of student forms and a review of the AMIkids RGV Student Handbook (including a complete review of the student visitation policy and grievance procedure). The orientation also includes a tour of the campus, introducing new students to staff members and a complete review of the student daily schedule. Once the procedures are clarified and question about rules, expectations, and policies are answered, each youth acknowledges receipt of orientation services by signing the student acknowledgement form. A signed copy will be kept in student's Case Management File.

**Family Engagement** 

AMIkids RGV recognizes the value and importance of working with each youth's family while youth are in the program. AMIkids RGV encourages family members, specifically parents and grandparents, to visit residents and their children as much as possible. Family visitations are scheduled every Saturday and Sunday at AMIkids RGV. As the students progress in their treatment, arrangements can be made for off-site visits. For on-site visits, visitors must adhere to the program's visitation guidelines.

Initially, residents set family goals and objectives as part of their Individual Service Plans. These goals and objectives are centered on identifying family issues and implementing creative ways to address those issues. Families are involved in the development and review of goals via conference call or in person. Families are kept informed about their child's progress on a regular basis. In fact, residents are permitted to write letters and call their families regularly.

Suicide/Self-Injurious Behavior

Written plans for direct, continuous observation of youth that present a moderate risk of suicide or physical injury will be provided. Currently, youth who present a moderate risk of suicide or physical injury will be placed on "suicide alerts" and are assessed by a mental health authority. The program staff will notify the mental health authority by phone. AMIkids RGV has a twenty-four (24) hour contact number for these types of emergencies. During this time, the youth will be placed on continuous visual supervision. The program staff will notify the TJJD Case Management Specialist (CMS) within twenty-four (24) hours of the occurrence. AMIkids RGV policy and procedure in this area shall comply with the TJJD Residential Standards.



### Additional Services

AMIkids RGV will provide a moderate intensity Alcohol and Other Drug Treatment Program. Treatment will be provided within a DSHS – license facility or by a License Chemical Dependency Counselor (LCDC) under contract.

AMIkids RGV will provide Aggression Replacement Training (ART). Treatment will be provided by certified trained individuals in ART.

### 6. Risk Assessment

### Risk and Protective Factors Needs Assessment

To assess individual risk, needs, and protective factors, AMIkids will utilize the Residential-Positive Achievement Change Tool, an evidence-based assessment instrument created specifically for residential programs to identify the youth's highest scoring criminogenic needs and protective factors, guide the development of intervention strategies and assist with determine a youth's progress in residential settings. Results of the R-PACT help identify and monitor the priority targets for behavior change. All youth will receive an R-PACT before entering the program and the information is sent to AMIkids RGV with the student's information file upon intake.

### 7. Target Population

The target population of AMIkids RGV is male youth, ages fifteen (15) through seventeen (17). Additional youth will be accepted into the program on a case-by-case basis include: 1) Youth with non-severe yet stabilized medical problems, and 2) youth on psychotropic medications who have demonstrated a pattern of stabilized behavior. No youth will be denied admission to the program due to race, national origin, or religious preference.

### 8. Program Completion Requirements

AMIkids Rio Grande Valley is a performance-based program that requires students to earn their graduation from the program. Students are not released from the program just because they have completed their "Minimum Length of Stay" or "time" in the placement. All students must meet the minimum graduation requirements before they can be considered for release\* from this placement. Graduation Requirements are listed below. A student must:

- 1. Earn the rank of Captain (Rank 4).
- 2. Complete 40 hours of community service.
- 3. Be in good academic standing, and have earned a minimum of 5 high school credits.

\*A student's home must be approved by a parole or probation officer before the student is considered for release. However, if the student has completed the program, absence of home approval is not a barrier to graduation.

### 9. Daily Living Services

AMIkids RGV provides structured and supervised activities for a minimum of sixteen (16) hours per day, seven (7) days per week. This sixteen (16) hour day includes structured and supervised recreational



activities, family involvement initiatives, including visitation, special activities, or student group sessions. Detailed entries are noted in the Program Daily Shift Log.

AMIkids RGV staff provides recreational and leisure activities to youth on a daily basis. Recreation is organized and supervised by program staff member(s). The recreation and leisure activities will provide building self-esteem, fostering positive group interaction, team building, and communicating, listening and physical conditioning. This consists of organized athletics, intramural activities, large muscle development as well as other activities designed to enhance overall physical and social development. Recreational services ensure the opportunity for physical exercise and constructive leisure-time activities during the week and on weekends. See Attachments

A key feature of AMIkids programs is the AMIkids Experiential Challenge Events. Eligible AMIkids RGV youth should have an opportunity to attend these events with approval of the TJJD. Attending the Experiential Challenge Events would be a valuable opportunity in the behavioral development of RGV youth.

AMIkids RGV youth have an opportunity to participate in an array of activities. The educational components include: Academic quiz bowl, Science Project, Spelling Bee, Creative Writing and Speech contest. The vocational components include: Marlinspike competition (Knot tying), First Aid Competition, Group challenges in life skills and APGM. Other activities include swimming competition, running events, volleyball, tug o' war, standing broad jump and an obstacle course.

AMIkids RGV will continue to provide a comprehensive, balanced program of well-organized outdoor and indoor recreational and leisure time activities, both competitive and non-competitive, throughout the year.

### 10. Education Services

At AMIkids RGV, we place a priority on helping our students transform their lives and become contributing tax-paying citizens. Whether it is part-time employment when they return to public school or full time employment after securing a diploma or GED, we know that equipping our students for real-world employment will play a large role in their future success.

Academic Services for the students of AMIkids RGV are provided on campus in partnership with the Los Fresnos Consolidated Independent School District (LFCISD), a TEA Recognized District. Academic services are provided year-round 220 days per year. A minimum of four (4) academic hours are provided to each youth on a daily basis. Students receive academic instructions in core subjects from teachers sent to RGV campus by the LFCISD. The school District also sends professionals certified to attend to the needs of students with exceptionalities, such as Special Education, or English Language learners. These special services are delivered in accordance with all TEA standards.

Students receive educational teachings from instructors and COMPASS, a computer based self-paced credit recovery learning system.



AMIkids RGV goal is for every eligible youth to obtain a high school diploma and enroll in post-secondary education and or training opportunities. Listed below are several advantages the program provides:

- TEA approved Curriculum and instructions that integrates the core curriculum with experiential educational opportunities.
- High School credits, High School Diplomas and GED opportunities for those who qualify, based on individual need
- Transition to post-secondary educational opportunities

Students may also earn the GED while at AMIkids RGV. The diagnostic exam and subsequent instruction is done on campus. When the instructor determines that a student is ready for the GED exam. The student is scheduled to test at Texas State Technical College.

AMIkids RGV understands that TJJD is financially responsible for youth's initial test. Subsequent test must have prior approval from TJJD.

For students who qualify, college level courses are also available through distance learning with video conference instructions from college instructors.

Vocational programming is provided at the program and preparation for employment is a primary focus for all AMIkids Programs. AMIkids RGV places an emphasis on vocational education and the importance of acquiring a positive work ethic which integrated throughout each student's length of stay. LFCISD offers a comprehensive welding program at AMIkids RGV. Vocational goals are set as part of individualized service plan process. In this program students receive credit toward high school diploma as well as certifications from the American Welding Society (AWS). Students have the opportunity to earn up to 36 AWS D1.1 Structural Steel welding certifications in Metal Inert Gas (MIG) and ARC Welding from Certified Welding Instructor on campus. Students receive instructions and trainings on the Oxy-Fuel Cutting System, Plasma Cutter and Tungsten Inert Gas (TIG). Students also earn ServSafe food handler and first aid CPR Certificates from trained instructors during their stay at AMIkids RGV.

### 11. Clothing, Nutrition, and Hygiene

AMIkids Rio Grande Valley provides uniforms for all students to have clean outerwear and undergarments each day. We also provide clothing that is appropriate to the season. AMIkids Rio Grande Valley will ensure that:

- 1. Student's clothes will be inventoried immediately upon receipt and just before departure from the institute. Student's signature is required on each inventory.
- 2. All students will be required to wear clean clothing on a daily basis. The laundry policy is developed to help students maintain clean and sanitary clothing.
- 3. The morning Team Leader will announce the uniform of the day, appropriate to weather conditions.

Laundry Policy



1. Students may have laundry washed three times per week.

2. Clothing, bed sheets, towels, and blankets must be washed weekly.

3. A laundry schedule is posted in the dorms.

4. Staff members will wash clothes; students will have dirty laundry bagged, ready, and properly identified on laundry day.

It is our goal to instill pride and a positive self-image in all students. For this reason, students are required to follow a dress code. Haircuts are mandatory once every two weeks, and are provided by licensed haircutters.

1. Outerwear: will be clean, fit properly, and appropriate to the activity at all times. (Sagging pants are not appropriate at any time.)

2. Underwear: must be worn and must not be visible.

3. Shoes: will be worn as appropriate to the activity at all times. Sandals or flip-flops may not be worn outside of the dorms.

4. Jewelry: no earrings, nose rings or other jewelry. No body piercing.

- 5. Hair: clean and well groomed; haircuts will be standardized. Sideburns may be no longer than mid-ear.
- 6. Bandannas and hairnets are not allowed.
- 7. Clean Shaves: youth must be clean-shaven. (no beards or mustaches)

8. Fingernails: trimmed short at all times.

### 12. Food Services

AMIkids RGV provides nutritional meals that meet all licensing standards and are certified annually by a registered dietician. AMIkids RGV participates in the Federal School Lunch Program because education services are provided year-round in the facility. Nutritional requirements of youth are met in accordance with the age, sex, activity level and any identified special physical or medical needs of the youth. A minimum of one snack per day is served to each youth in the program. The program also ensures that the food service preparation and dining areas comply with all state and local standards of sanitation and cleanliness. See attached copy of menu

### 13. Youth Rights and Privileges

Off Campus Policy

A student is eligible to participate in supervised off-campus activities upon attainment of RANK ONE status. Medical appointments and Educational Testing (GED, THEA) are the only exceptions.

Visitation Policy

On-Campus Visitation:



- 1. Approved family members may visit on weekends between the hours of 10 AM-6 PM.
- 2. All visitors must call by Thursday to request prior approval, and must inform the staff who will be visiting, the date of the visit, and the time of arrival.
- 3. All adult visitors must present a picture ID at each visit.
- 4. Visitors must be appropriately dressed. Female visitors may not wear provocative clothes: shorts: blouses that are sleeveless, strapless, have spaghetti straps, or halter-tops, plunging neckline, bare midriff, or made of see-through material. Men must wear long pants and shirts designed to be worn as outer garments. Muscle shirts will not be allowed. Garments which depict violence, antisocial behavior or illegal behavior, including drug use will not be allowed. Visitors wearing clothing that is not deemed appropriate will not be allowed on campus.
- 5. All items brought on campus by visitors will be searched.
- 6. Visitors may be subjected to a non-invasive search if staff deems it necessary to the security of our students.
- Visitation time is limited to three hours unless otherwise approved by management.
- 8. Visitation will be conducted in designated areas and will be supervised by staff throughout the visit
- 9. A designated staff member will be available during visitation to answer questions or discuss a youth's needs and his progress.
- 10. Three adult immediate family members (e.g., parents/grandparents) are allowed to visit with the student. Visitors other than immediate family members must be approved by the Executive Director, Director of Operations, or Case Manager at least 4 days in advance.
- 11. Cell phones or cameras are prohibited on campus.
- 12. Visitors must surrender their car keys. Keys will be placed in a lock box.
- 13. Food and drink is permitted but must be consumed during visitation. No food or drink is permitted in the youths' dorm or storage locker.
- 14. Visitors are responsible for controlling the behavior of children accompanying them on the visit. Children must remain with an adult visitor at all times.
- 15. Visitors are expected to conduct themselves in accordance with program rules and policies. Loud, rude or abusive language is not permitted at any time.
- 16. Tobacco, alcohol, and prohibited substances are not permitted on school property.
- 17. Visitation may be denied or discontinued at any time for the following reasons:
- a. The visitation may compromise the security and safety of the program
- b. A visitor is deemed to be under the influence of alcohol or an illegal substance
- c. The visitation may compromise the well-being of the youths.
- 18. Youths have the right to refuse visitors at any time

### Off-Campus Visitation:

The purpose of the off campus pass visitation is to help re-establish positive relationships between the youth and his family. To aid in this process, the youth and his legal parent/guardian



will be given objectives, which will be part of the youths ISP goals. Failure to complete these goals will result in a loss of off campus passes. Because the off-campus pass is intended for developing family relationships, it is essential that only the immediate family and youth be included in the visit. No one outside the immediate family (aunts, uncles, friends, girlfriends, etc.) will be allowed whether on campus or during the off campus pass. Any violation of this policy could jeopardize the privileges for future off campus passes as well as consequences to the youth, which may affect his release from the program. Off campus passes are earned with the following criteria:

- 1. The youth must be a rank Sergeant and have no behavioral restrictions in effect.
- 2. Legal guardians must request the pass at least 7 days in advance. Passes must be approved by the Executive Director.
- 3. Youths will return to campus no later than 6:00 pm regardless of the time the youth leaves. Youths will not drink, smoke or use illegal substance while off campus. Students are subject to a urinalysis upon return to campus.
- 4. All rules that apply on campus apply while the youth is off campus.
- 5. The number of passes each month is determined by the youth's rank.
- 6. Staff may deny off campus passes at any time.
- The TJJD CMS or Probation Officer must be notified of all off-campus visitation passes.
- 8. The home of the visitor taking the youth off campus must be previously approved.

### Furlough Policy

If deemed necessary or appropriate, a furlough may be granted by the placing agency. AMIkids Rio Grande Valley does not grant furloughs of its own accord, but supports the placing agency in this regard. Only students who have achieved Rank 3 are permitted to participate in off-campus activities unsupervised by our staff, and only when the persons who supervise the students are officers of the law or approved family members.

### Personal Property Policy

AMIkids Rio Grande Valley provides for all student needs, and therefore does not allow personal property, with very few exceptions: photos of family or of religious significance, and occasional items deemed appropriate for the student's well-being. Any personal items (other than photos) brought to or sent to students by parents must be previously approved by the Executive Director. Property stolen, lost, or left behind upon departure will not be the responsibility of the program.

If approved, students have the right to keep and use personal possessions as long as these possessions do not endanger the safety of student or staff, disrupt program activities, encourage



delinquent subculture values, or appeal to the unique vulnerability of children. No gang related paraphernalia will be tolerated.

### Telephone Policy

Students are encouraged to maintain communication with parents and immediate family.

- 1. All students will be allowed to make a minimum of one phone call per week to their legal parents or legal guardian.
- 2. Students are permitted to call only those contacts approved by TJJD or their probation officer. Telephone numbers will be verified by case managers before authorization is granted to have the number placed in the student's phone log list.
- 3. Students will not receive phone calls during class time unless it is an emergency.

### Mail Policy

Students are encouraged to write letters to their family,

- 1. The school will provide stationery and stamps for five letters per week. The exception to this is that students have unlimited mail access to and from their attorney.
- 2. Students will write and address envelopes in a neat, professional manner, free of graffiti and/or gang-related symbols/words. Any envelopes with graffiti, drawings, or writing other than the "to and from" will be returned to the student. Student mail will be sent the next working day.
- 3. Prior to sealing an envelope, students will show a staff member their letters and envelopes to demonstrate that the rules above have been observed. Staff members will not read the mail.
- 4. A staff member will open mail in the presence of the youth to inspect it for contraband, gang-related material, money, gifts and other items not allowed for students. Staff members will not read mail.

### **Equal Treatment Policy**

It is our policy to treat all students equally. Students will not be denied basic rights guaranteed by the Civil Rights Act of 1964. Students have the right not to be discriminated against because of race, sex, language, national origin, physical or other handicaps, religion or personal opinions.

### Free Speech Policy

Students have the right to express themselves freely, so long as that expression does not interfere with the safety and orderly operation of the program, or except where totally free expression would be inappropriate due to the unique vulnerability of children.



### Accuracy and Fairness in Decision Making

Students have the right to expect accuracy and fairness in all decisions concerning them. The degree of procedural protection should be consistent with the requirement of law.

### Access to an Attorney

Students have the right to confer with their attorney with appropriate restriction on the time and place of the meeting, and may do so in privacy. Visiting attorneys will be required to produce identification linking them with the state bar. Students may receive calls from their attorney at any time, and are allowed unlimited mail to and from their attorney.

### Confidentiality

Students have the right to expect that their records will not be released to anyone other than those authorized by themselves. This includes drug and alcohol treatment records as described by federal law. Students may participate in media and other publicity activities such as picture taking and filming only if they and their legal guardians give AMIkids Rio Grande Valley written consent of such.

### Right to Be Informed

Students have the right to be informed of all rights, policies, procedures, and rules affecting them while in custody.

### Religious Freedom

AMIkids Rio Grande Valley will not compel students to participate in any religious activity. We will make reasonable effort to provide students access to religious activities consistent with their preference. We may restrict activities if they place students in a position where supervision is not possible, as described by level of care, or if student displays inappropriate behavior. A student may request a visitation by an adult religious person/minister, permission to perform a religious practice, or permission to possess a religious item. Such a request is subject to assessment and approval process by both AMIkids Rio Grande Valley and TJJD or the probation officer. All participation of faith services will be documented.

14. Behavior Management System

The Targeted Behavioral Interventions system is a critical component of the AMIkids Personal Growth Model. This behavior modification program is designed to guide youth toward internalized decision-making, help them develop short- and long-term pro-social behaviors, and facilitate the daily management of behavior throughout the program. Youth progress through a structured and integrated rank system



based on the attainment of individualized goals from treatment, education, and behavior as identified in the youths' Individualized Service Plan. The progression through the rank system is one of the contingencies for graduation from the program. Complimentary to the rank system, AMIkids employs a positive skill building system utilizing a structured point card and tokens designed to reward appropriate behavior while discouraging inappropriate choices.

The program's Rank System focuses on the relationship between residents and staff, as well as peer interactions. Typically, the program has five rank levels and each youth has a number of goals he must achieve in order to advance in rank level. As each youth displays competencies through the completion of individualized assignments and/or tasks, fulfilling designated stage expectations and changing the way he relates to others, he is rewarded by progressive movement through the Rank System. Rank level advancements are based upon a youth's acceptance of responsibility, change in behaviors, personal care, caring for others, development of victim awareness, and demonstration of leadership. With each subsequent promotion, he earns privileges that correspond directly with the rank level. All rank progressions and special privileges are determined through a consensus decision of the treatment team. Some rank privileges are chosen after program commencement so the boys have input into the reward and privilege system, encouraging a feeling of empowerment, ownership, and participation in the program. Once a youth reaches the final rank, he is eligible for release. This system allows the youth to have a direct influence on how long he stays in the program, and prevents him from just "doing time". The individualized rank system provides youth the ability to take responsibility for his behavioral changes and success, positively impacting self-esteem and personal capability. Through this process, youth develop new behaviors that should generalize into the community/school setting (e.g., home, work, classroom, etc.) once a youth successfully completes the program.

The Point Card system is designed to address youth behavior in terms of them following programmatic expectations for behaviors. In specific intervals throughout the day, youth receive numeric feedback on how well they have met, or not met, the programmatic expectations. The earning, or subsequent not earning of points, provides them with access to specific privileges. At this level, positive behavioral expectations are taught to promote pro-social skills.

The positive skill building system with use of token, activity and/or social incentives is designed to provide immediate positive reinforcement for youth meeting targeted individualized goals related to their Individualized Service Plan. The goals on the plan are divided into smaller goals that lead to the youth displaying the desired behavior. Boys will have between one and three goals they are working on in any given week. All staff members are aware of the goals and provide tokens for proper display of the behavior. Once the behavior has occurred at an acceptable rate or frequency, a new goal is established and the process is repeated until the end result is obtained. Youth may trade tokens earned for such goods as special hygiene/personal items, snacks and treats in the on-site "store". They may also trade tokens for extra personal time, TV time, or game time.

Service Provider:

# **TEXAS JUVENILE JUSTICE DEPARTMENT**

## Statement of Work Narrative/Program Components

Service Provider certifies by his/her signature that all information in the SOW is complete and accurate and that the services described will be adhered to for the extent of the contract, unless amended with the agreement of both parties; and that he/she has full authority to sign and submit the Statement of Work Narrative/Program Components and Budget.

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Signature and Date		
Approved by Youth Services Contracts N	Manager:	8
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Signature and Date		